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SEP 3 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Increase in Ceiling of Office of Communications

1. The attached memorandum (Tab A) from the Office of Communications has the concurrence of the Budget Division (Tab B). Classification and Wage Division has concurred orally.

2. The Office of Communications requests an increase in ceiling of eight slots in order to permit an increase in permanent on duty strength in the [REDACTED]. The T/O slots which are to be filled under the proposed ceiling increase are:

a. [REDACTED] Station: VN609, 670.04, 671.02, 671.05, 671.08 and 671.09 (total of six).

b. [REDACTED] Commo Station: W125L, 1292 (total of two).

Budget Division indicates, in Tab B, that funds are included in the Commo operating budgets for both fiscal year 1955 and 1956. Unvouchered funds will be used to permit the increase.

3. The workload [REDACTED] has increased appreciably in recent months. Cable traffic handled [REDACTED] has risen from 150,000 groups per month to 190,000 groups per month, an increase of 40,000 groups in the past two months, and in addition, operational requirements have necessitated a change in the work day from 16 hours to full 24 hour operation. There are, at present, ten permanent personnel on duty [REDACTED].

Two new substations and additional circuits have been created under the [REDACTED] Commo Station, and there has been an increase in cable traffic over the past two months from 50,000 groups per month to 96,000 groups, an increase of 46,000 groups. There are two permanent personnel presently on duty at the [REDACTED] station.

In order to handle the expanded operations at these stations, it has been necessary for Commo to detail personnel from headquarters and from Commo's [REDACTED] on a temporary basis.

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4. It is recommended that the requested increase in the Office of Communications ceiling of eight slots be approved.

5. Since the expansion of Commo's [REDACTED] is necessitated by a significant increase in the Agency's foreign communications activities, it is recommended that you ask the Director to release the eight personnel ceiling slots from his reserve. For your convenience, we are attaching a memorandum for your signature.

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Chief, Management Staff

25X1A9a

ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of Budget Div.
- Tab C - [REDACTED]

*Deputy* (Gen. Catell)  
The Acting Director has given verbal approval to the increase in the ceiling of the Office of Communications by eight (8) positions, from a total of [REDACTED]

Please adjust your records accordingly.

25X9A2

*(5)*  
L. E. WHITE  
Deputy Director  
(Administration)

*13 Sept 54*  
Date

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